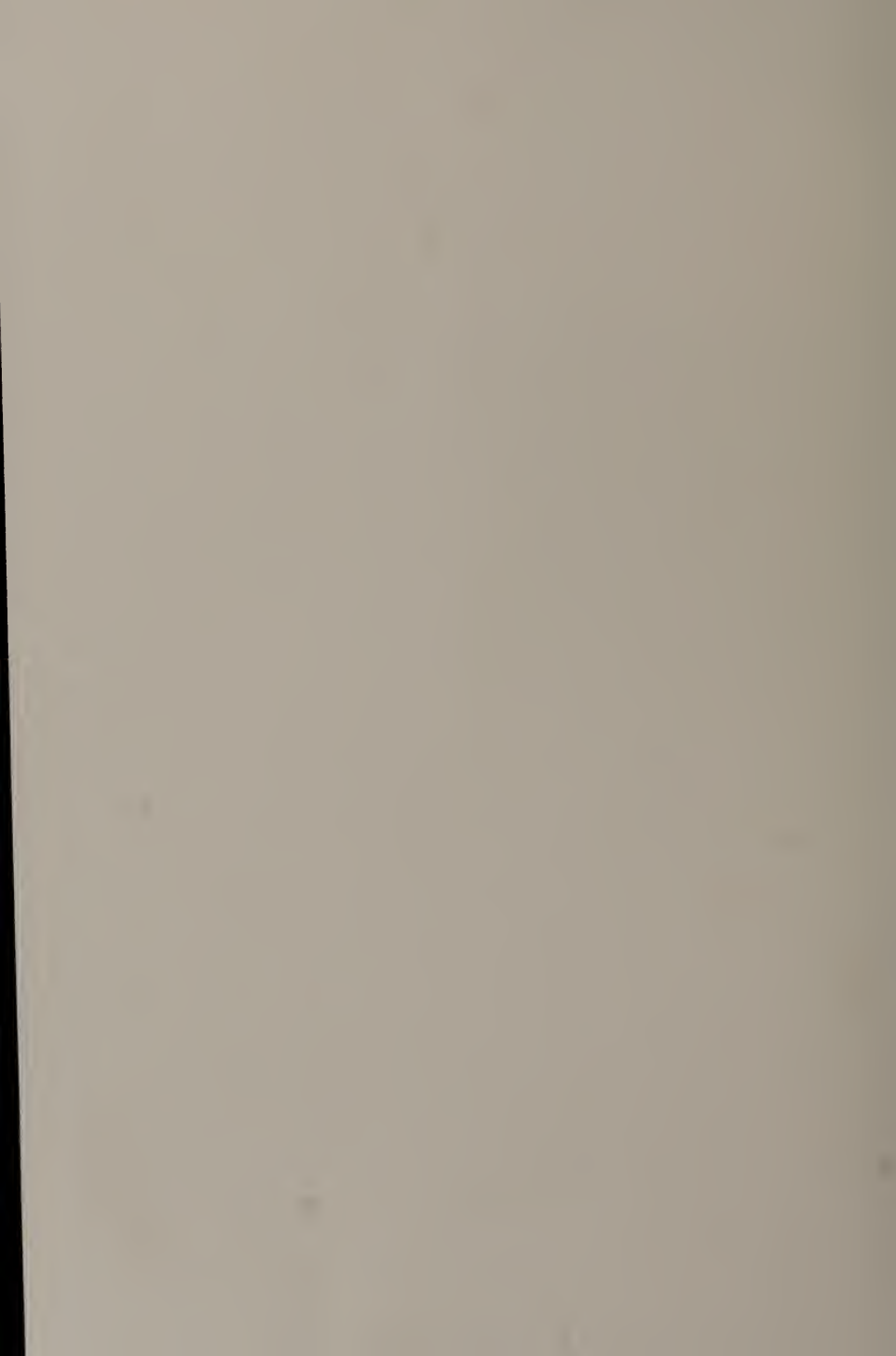


JK 254

.D8

1919

Copy 1



JK

254

D8

1919

# CIVIL GOVERNMENT SIMPLIFIED

THE BOOK RECOMMENDED FOR STUDY  
BY THE COMMISSIONERS OF THE GENERAL LAND OFFICE

F. J. M. S. S. S.

Author of "The Principles of Land Law" and "The Principles of Land Law"

Second Edition

London: George Bell and Sons, 1919

Published by the General Land Office, 1919

Printed by the General Land Office

1919

Published by the General Land Office

Printed by the General Land Office



Class JK254

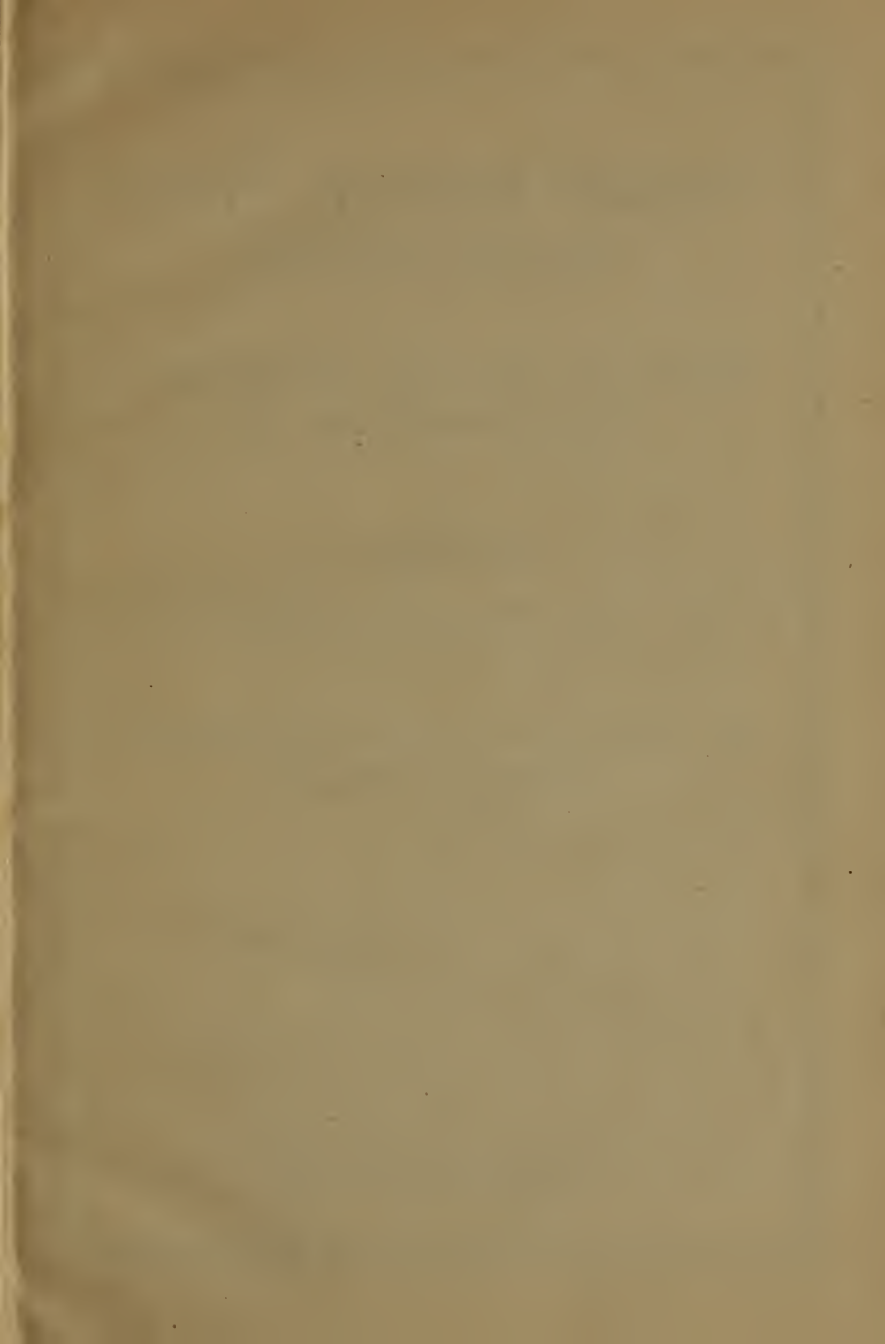
Book .J8

Copyright N<sup>o</sup> 1919

COPYRIGHT DEPOSIT.











# CIVIL GOVERNMENT SIMPLIFIED

A TEXT BOOK ADAPTED TO CLASSES  
IN AMERICANIZATION

BY

J. J. DUVALL

"

SUPERVISING PRINCIPAL OF THE COLUMBIA SCHOOL, FRESNO CITY  
(Formerly Principal of the Grangeville School)

EXTENDED AND REVISED BY THE AUTHOR AND  
SENATOR M. B. JOHNSON

1919

HARR WAGNER PUBLISHING CO.  
SAN FRANCISCO, CALIFORNIA

JK 254  
D 8  
1919

COPYRIGHT 1919  
BY  
HARR WAGNER PUBLISHING CO.

AUG 20 1919

©CL A529638

# CONTENTS

|                                                                   | Page  |
|-------------------------------------------------------------------|-------|
| Preface .....                                                     | 7     |
| Boards of School Trustees .....                                   | 8     |
| Boards of Supervisors .....                                       | 9     |
| County Clerk .....                                                | 10    |
| District Attorney .....                                           | 10    |
| Sheriff .....                                                     | 11    |
| County Superintendent of Schools.....                             | 11    |
| County Recorder .....                                             | 12    |
| County Assessor .....                                             | 12    |
| County Tax Collector .....                                        | 13    |
| County Treasurer .....                                            | 13    |
| County Auditor .....                                              | 13    |
| County Coroner .....                                              | 13    |
| County Surveyor .....                                             | 14    |
| Public Administrator .....                                        | 14    |
| Taxes .....                                                       | 14    |
| County Librarian .....                                            | 15    |
| County Probation Officer .....                                    | 15    |
| County Purchasing Agent .....                                     | 16    |
| County Sealer of Weights and Measures .....                       | 16    |
| County Commissioner of Horticulture .....                         | 17    |
| County Live Stock Inspector .....                                 | 18    |
| County Farm Advisor .....                                         | 19    |
| California Legislature .....                                      | 20    |
| Process of Law-Making .....                                       | 21    |
| Governor .....                                                    | 22    |
| Lieutenant Governor .....                                         | 23    |
| Secretary of State .....                                          | 23    |
| State Controller .....                                            | 24    |
| State Treasurer .....                                             | 24    |
| Attorney General .....                                            | 25    |
| Superintendent of Public Instruction .....                        | 26    |
| State Board of Education .....                                    | 27    |
| Surveyor General .....                                            | 28    |
| California Courts .....                                           | 29    |
| Qualifications of an Elector .....                                | 30    |
| Persons Expressly Denied the Right of Suffrage in California..... | 30    |
| Initiative, Referendum and Recall .....                           | 31-32 |
| Political Subdivisions of State .....                             | 33-39 |
| Freeholders Charters for County .....                             | 33-34 |
| Counties .....                                                    | 33    |
| City or Town May Incorporate .....                                | 34    |
| Procedure in Incorporating City or Town .....                     | 34-35 |
| City Charters, How Formed and Drafted .....                       | 35-36 |
| Commission Form of Government .....                               | 36    |
| City and County Form of Government Combined .....                 | 37    |
| City and County May Adopt Charter .....                           | 37    |
| Commissions .....                                                 | 39    |
| Railroad Commission .....                                         | 39-40 |
| State Board of Control .....                                      | 40-41 |

# CONTENTS—Continued.

|                                                                   | Page  |
|-------------------------------------------------------------------|-------|
| Industrial Accident Commission .....                              | 42    |
| State Board of Health .....                                       | 43    |
| California Highway Commission .....                               | 44    |
| Fish and Game Commission .....                                    | 45    |
| State Board of Equalization .....                                 | 46    |
| Senate .....                                                      | 47    |
| House of Representatives .....                                    | 47    |
| Powers Expressly Granted to Congress .....                        | 48    |
| Powers Expressly Denied to Congress .....                         | 49    |
| Powers Expressly Prohibited to the States .....                   | 49    |
| Rights Guaranteed to a Person Charged With a Crime .....          | 50    |
| Admission of a Territory into the Union as a State .....          | 51    |
| Amendments to the U. S. Constitution .....                        | 51    |
| President .....                                                   | 52    |
| Vice President .....                                              | 53    |
| Manner of Electing President and Vice-President.....              | 53    |
| President's Cabinet .....                                         | 54    |
| Secretary of State .....                                          | 54    |
| Secretary of the Treasury .....                                   | 55    |
| Secretary of War .....                                            | 55    |
| Postmaster General .....                                          | 56    |
| Attorney General .....                                            | 56    |
| Secretary of Navy .....                                           | 56    |
| Secretary of Labor .....                                          | 57    |
| Secretary of the Interior .....                                   | 57    |
| Secretary of Agriculture .....                                    | 58    |
| Secretary of Commerce .....                                       | 58    |
| Federal Courts .....                                              | 59    |
| Americanization .....                                             | 60-61 |
| List of State and Federal Officials, Revised to Aug. 1, 1919..... | 62    |
| Test Questions .....                                              | 63-64 |
| Test Questions on the Constitution of California.....             | 65    |
| Index .....                                                       | 66-67 |

## PREFACE.

SEVERAL years' experience as a teacher in the public schools of California has taught me that any plan of school-work on any given subject that tends to lessen the labors of the teacher or the pupils, not only becomes popular, but stimulates a desire for further investigations in the subject thus treated.

It is not the purpose of this little book to take the place of the "State Series Civil Government," but rather to be used as a supplement to it. The plan has been to place the subject matter in so simple a form that the pupil may be able to see at a glance the relations the parts sustain to each other, and thus save much hard labor. It may be used as a supplement to any text book on Civil Government. The author wishes to express his appreciation for the revision by Mrs. Eva Chappell in 1916. The author claims originality only in arrangement.

J. J. D.

# BOARD OF SCHOOL TRUSTEES

Number of members ( Three.

How and when chosen { By the people at the general  
State election for School  
Trustees on the last Friday  
in March of each year.

Term of office ( Three years.

Qualifications { Must be a citizen of the  
United States twenty - one  
years of age.

- Powers and Duties {
1. To manage and control the school property in their district.
  2. To employ teachers, janitors, and other employees of the schools.
  3. To suspend and expel pupils for misconduct.
  4. To exclude from schools children under six years of age.
  5. To appoint District Librarians.
  6. To exclude from school and school libraries all books, publications, or papers of a sectarian, partisan, or denominational character.
  7. To furnish free textbooks.
  8. To permit children of other districts to attend the schools of their district only upon the consent of the Trustees of the district in which such children reside.
  9. To visit every school in their district at least once in each term, and examine carefully into its management, condition, and wants.
  10. To purchase school furniture, including organs and pianos, apparatus, and such supplies as may be necessary for the use of the schools.

BOARD OF  
SUPERVISORS

|                     |                                                                  |
|---------------------|------------------------------------------------------------------|
| Number of members   | ( Five years.                                                    |
| How and when chosen | { By the people at the general State and Presidential elections. |
| Term of office      | ( Three years.                                                   |
| Salary              | { Varies according to the class of the county.                   |
| Qualifications      | ( Must be a voter in his district.                               |

Powers  
and  
Duties

1. To make laws for the country not in conflict with the general laws.
2. To fill vacancies in all county offices except the offices of Superior Judge and Supervisor.
3. To appoint members of the County Board of Education, and all other county officers whose election is not otherwise provided for by law.
4. To superintend the conduct of the county officers.
5. To divide the county into townships, and into school, road, and other districts.
6. To establish election districts, supervise elections, and canvass election returns.
7. To establish and maintain roads, bridges and ferries.
8. To provide for the indigent sick and poor.
9. To levy taxes.
10. To equalize assessments.
11. To grant licenses.
12. To grant franchises.
13. To bury indigent dead.
14. To establish a free county library at county seat and appoint librarian.
15. To provide for the protection of trees, vines, cereals, vegetables and other plants against weeds, and animal and insect pests.
16. To provide for the protection of live stock against disease.
17. To pass ordinances for the protection of fish and game.
18. To aid state and national authorities in caring for forests, and in preventing forest fires.



COUNTY  
CLERK

How and when chosen

{ By the people at the general  
State election.

Term of office ( Four years.

Salary

{ Varies according to the class of the  
county.

Duties

1. To act as clerk of the Board of Supervisors and of the Superior Court.
2. To keep all county books, papers, and records.
3. To keep a public record of all suits brought in the Superior Court.
4. To issue certificates, such as marriage licenses.
5. Usually to attend to the registration of voters.

DISTRICT  
ATTORNEY

How and when chosen

{ By the people at the general  
State election.

Term of office ( Four years.

Salary

{ Varies according to the class of the  
county.

Qualifications

{ Must be admitted to practice before  
the Supreme Court of the State.

Duties

1. To attend the sittings of the Superior Court and there conduct all prosecutions for public offenses.
2. To institute proceedings before a magistrate for the arrest of any person charged with, or reasonably suspected of, a public offense.
3. To draw up all indictments, and to defend all suits brought against the State or against his county.
4. To conduct all civil suits on behalf of the county.
5. To give legal advice to county officers when requested.
6. To attend all meetings of grand jury.
7. To file with the Auditor, four times each year, an account of all money received by him in his official capacity, and pay the same to the Treasurer.



**SHERIFF**

- How and when chosen** { By the people at the general State election.
- Term of office** ( Four years.
- Salary** { Varies according to the class of the county.
- Duties** {
1. To preserve the peace.
  2. To arrest any person who has committed a public offense.
  3. To have charge of the county jail and of the prisoners.
  4. To serve all court papers in both civil and criminal cases.
  5. In cases of an emergency may compel any citizen to assist him in the execution of his duties.

**COUNTY SUPERINTENDENT OF SCHOOLS**

- How and when chosen** { By the people at the general State election.
- Term of office** ( Four years.
- Salary** { Varies according to the class of the county.
- Powers and Duties** {
1. To superintend the schools of his county.
  2. To apportion the school moneys among the school districts of the county and to authorize expenditure of money.
  3. To preside at teachers' institutes.
  4. To enforce the course of study.
  5. To issue temporary certificates to teachers.
  6. To appoint school trustees when a district fails to elect.
  7. To grade the schools of his county.
  8. To appoint members of the County Board of Education when Board of Supervisors fail to appoint.
  9. To visit each school in his county at least once during the year.
  10. To make an annual report to the Superintendent of Public Instruction concerning schools of his county.
  11. To act as secretary of the County Board of Education.
  12. To employ teachers and janitor when trustees fail to employ.
  13. To call an election for forming a high school district.

# **COUNTY RECORDER**

How and when chosen { By the people at the general State election.

Term of office( Four years.

Salary { Varies according to the class of the county.

- Duties {
1. To record deeds and mortgages and releases of mortgages.
  2. To record notices of mining locations.
  3. To record notices of legal action.
  4. To record assignments and leases.
  5. To record contracts.
  6. To record marriage licenses.
  7. To keep a record of all estrays.
  8. To issue burial permits.
  9. To record official bonds of county officers.
  10. To keep a record of all births and deaths occurring outside incorporated towns and cities of the county.
  11. To record wills admitted to probate.
  12. To record notices of mechanics liens.

# **COUNTY ASSESSOR**

How and when chosen { By the people at the general State election.

Term of office( Four years.

Salary { Varies according to the class of the county.

- Duties {
1. To appraise the value of all property, both personal and real, for tax assessment.
  2. To collect personal property taxes from people who own no real estate.
  3. To make annual report to the clerk of the Board of Supervisors of the names of all men in the county between the ages of eighteen and forty-five who are not exempt by law from military duty.

|                            |                     |                                                                                                                                                                                                                                                                                                                                      |
|----------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COUNTY<br>TAX<br>COLLECTOR | How and when chosen | { By the people at the general State election.                                                                                                                                                                                                                                                                                       |
|                            | Term of office (    | Four years.                                                                                                                                                                                                                                                                                                                          |
|                            | Salary              | { Varies according to the class of the county.                                                                                                                                                                                                                                                                                       |
| COUNTY<br>TREASURER        | Duties              | { 1. To receive from the property owners the tax which has been assessed upon their property.<br>2. To collect county license fees.<br>3. To make financial report, and pay all money in his possession to the treasurer on the first Monday of each month.<br>4. To sell to the State all real estate on which the tax is not paid. |
|                            | How and when chosen | { By the people at the general State election.                                                                                                                                                                                                                                                                                       |
|                            | Term of office (    | Four years.                                                                                                                                                                                                                                                                                                                          |
|                            | Salary              | { Varies according to the class of the county.                                                                                                                                                                                                                                                                                       |
| COUNTY<br>AUDITOR          | Duty                | { To receive and pay out moneys on account of the county.                                                                                                                                                                                                                                                                            |
|                            | How and when chosen | { By the people at the general State election.                                                                                                                                                                                                                                                                                       |
|                            | Term of office (    | Four years.                                                                                                                                                                                                                                                                                                                          |
| COUNTY<br>CORONER          | Salary              | { Varies according to the class of the county.                                                                                                                                                                                                                                                                                       |
|                            | Duty                | { To examine and adjust the fiscal concerns of the county.                                                                                                                                                                                                                                                                           |
|                            | How and when chosen | { By the people at the general State election.                                                                                                                                                                                                                                                                                       |
| COUNTY<br>CORONER          | Term of office (    | Four years.                                                                                                                                                                                                                                                                                                                          |
|                            | Salary              | { Varies according to the class of the county.                                                                                                                                                                                                                                                                                       |
|                            | Duties              | { 1. To hold an inquest over the body of any person who has come to a violent death, or a death from an unknown cause.<br>2. To deliver to the county treasurer, or to the legal representative of the deceased, any money or other property found on the body.<br>3. To keep a detailed report of every inquest.                    |

**COUNTY  
SURVEYOR**

- |        |                                                                                                                                                                                                                                                                                                                                                                                                                         |   |                                              |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------|
| {      | How and when chosen                                                                                                                                                                                                                                                                                                                                                                                                     | { | By the people at the general State election. |
|        | Term of office ( Four years.                                                                                                                                                                                                                                                                                                                                                                                            |   |                                              |
|        | Salary                                                                                                                                                                                                                                                                                                                                                                                                                  |   | {                                            |
| Duties | <ol style="list-style-type: none"> <li>1. To make such surveys of land as may be required of him by order of court or of the board of supervisors.</li> <li>2. To make maps of various subdivisions of the county, and keep them in his office.</li> <li>3. To act as county engineer.</li> <li>4. To assist the state surveyor-general in making such surveys for the State as are necessary in the county.</li> </ol> |   |                                              |

**PUBLIC  
ADMINIS-  
TRATOR**

- |      |                                                                                                                    |   |                                              |
|------|--------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------|
| {    | How and when chosen                                                                                                | { | By the people at the general State election. |
|      | Term of office ( Four years.                                                                                       |   |                                              |
|      | Salary                                                                                                             |   | {                                            |
| Duty | To take charge of the estates of deceased persons, for the settlement of which the law has not otherwise provided. |   |                                              |

**TAXES**

- |   |            |   |                     |   |                         |
|---|------------|---|---------------------|---|-------------------------|
| { | Direct     | { | Property            | { | 1. City.                |
|   |            |   |                     |   | 2. State.               |
|   |            |   | 3. County.          |   |                         |
|   |            |   | 4. District.        |   |                         |
| { | Capitation | { |                     | { | 1. State Poll Tax.*     |
|   |            |   |                     |   | 2. County Hospital Tax. |
|   |            |   | 3. County Road Tax. |   |                         |
|   |            |   | 4. City Street Tax. |   |                         |
| { | Indirect   | { |                     | { | 1. Duties.              |
|   |            |   |                     |   | 2. Excises.             |
|   |            |   |                     |   | 3. Licenses.            |

\*Repealed in California.

COUNTY  
LIBRARIAN

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| How chosen (   | Appointed by the Board of Supervisors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Salary         | Varies according to the class of the county.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Qualifications | Must hold a certificate of qualification granted by the State Board of Library Examiners.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Duties         | <ol style="list-style-type: none"> <li>1. To have charge of the county free library.</li> <li>2. To recommend to the Board of Supervisors the establishment of branch libraries.</li> <li>3. To determine the number and kind of employees; such employees appointed by Board of Supervisors upon recommendation of County Librarian.</li> <li>4. On or before the 31st day of July in each year, report to the Board of Supervisors and to the State Librarian the condition of the county free library for the year ending June 30th preceding.</li> <li>5. To select and purchase books and other library material with approval of Board of Supervisors.</li> </ol> |

The Board of Library Examiners is composed of the State Librarian and the librarians of San Francisco and Los Angeles.

Every person wishing to qualify for County Librarian must pass an examination given by this board.

COUNTY  
PROBATION  
OFFICER

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| How chosen       | Appointed by Juvenile Judge on recommendation of probation committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Term of office ( | Two years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Salary           | Varies according to the class of the county.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Duties           | <ol style="list-style-type: none"> <li>1. He is special investigator and adviser to the judges and magistrates.</li> <li>2. He has charge of minors before and after hearings and trials.</li> <li>3. He has charge of minors before trials and after trials when minors are made wards of the court.</li> <li>4. He has charge of adults after they have been placed on probation.</li> <li>5. He has power to act as attendance officer in enforcing the school laws.</li> <li>6. He has power to enforce child labor laws.</li> <li>7. At trials and in hearings he properly represents the interests of the person charged with the offense.</li> </ol> |

### COUNTY PURCHASING AGENT

How and when chosen { Appointed by Board of Supervisors.

Term of office { At the pleasure of the Board of Supervisors.

Salary { Varies according to the class of the county.

Duties {  
 1. To purchase for the county and the offices thereof all stationery, clothing, bedding, groceries, provisions, drugs, medicines, machinery, implements, and all of the personal property, or supplies.  
 2. These purchases are made upon proper requisition therefor, and after same have been approved by the Board of Supervisors.  
 3. The purchasing agent is empowered and authorized to purchase material and supplies in the open market without calling for bids or entering into contracts for the same.

### COUNTY SEALER OF WEIGHTS AND MEASURES

How chosen ( By Board of Supervisors.

Term of office ( Four years.

Salary { Varies according to the class of the county.

Duties {  
 1. To inspect and test weights, and all mechanical devices for weighing or measurements used or offered for sale.  
 2. To weigh or measure packages offered for sale or in the process of delivery.  
 3. May seize for use as evidence any such package or packages found that shall contain a less amount than that represented.  
 4. He shall condemn and seize, and may destroy incorrect weights and measures and weighing and measuring instruments, which in his best judgment are not susceptible of repair.  
 5. He shall place his seal, showing date of testing, under his name, on all weights and measures or weighing or measuring instruments tested and found correct.



# COUNTY COMMIS- SIONER OF HORTICUL- TURE

How chosen ( By the Board of Supervisors.

Term of office ( Four years.

Salary

{Varies according to the class of the county.

Qualifications

{Must be recommended by the State Board of Horticulture.

Duties

1. To enforce State quarantine laws relating to insect pests, noxious weeds, and plant diseases.
2. To inspect all imported and exported nursery stock.
3. To inspect orchards, vineyards, and gardens.
4. To divide the county into districts, and appoint local inspectors.
5. To keep a record of all official acts.
6. To attend the annual meeting of the State Association of Horticultural Commissioners, and such other meetings as the State Commissioner of Horticulture shall designate.
7. Make a monthly report to the Board of Supervisors, and a yearly report to the State Commissioner of Horticulture, on or before the first of October of each year, and such other information as he may require.
8. To keep a record of the injurious and the beneficial insects of the season.
9. To conduct field experiments in destroying and controlling insects and noxious weeds.

# COUNTY LIVESTOCK INSPECTOR

How chosen ( By the Board of Supervisors.

Term of office ( Two years.

Salary

Varies according to the class of the county.

Qualifications

Must be a duly qualified veterinary surgeon having on file in the office of the County Clerk a certificate issued to him by the State Veterinary Medical Board.

Powers  
and  
Duties

1. To carry out the laws for the control and eradication of contagious and infectious diseases of domestic animals.
2. To adopt measures to prevent the spread of such diseases to animals not infected, and is given authority to quarantine infected animals and those in contact with them.
3. To see that the carcass of any domestic animal which dies from any cause, except when slaughtered for food, shall be cremated or buried.
4. To prevent any diseased or infected animals from being shipped into or through the county, and from place to place within the county.
5. To co-operate with the State Veterinarian of California for the prevention and control of contagious and infectious diseases of domestic animals.



# **COUNTY FARM ADVISER**

## **How and when chosen**

When at least one-fifth of the farmers of a county organize a farm bureau of definite type paying \$1 a year membership dues, and when the Board of Supervisors appropriate \$2,000 per year to pay the expenses of the Farm Adviser, and make plans for three years' work, the University of California and the United States Department of Agriculture jointly appoint the Farm Adviser, pay his entire salary, and supervise his work.

## **Qualifications**

Must be trained in an agricultural college and have experience in agricultural work after finishing his college training.

## **Duties**

1. To bring the information of the agricultural college, experiment stations, and the national department of agriculture to the farmer who needs it.
2. To give advice on soil treatment, fertilization, crop adaptation and culture, animal husbandry and its allied phases.
3. To co-operate with the farmers in improving the roads, farmers' organizations, marketing facilities, boys' agricultural clubs, cow testing, drainage control, etc.
4. To demonstrate the best agricultural practices on the farm to interested members of the farm bureau.
5. To make weekly reports to the State Leader, by whom he is supervised.

## CALIFORNIA LEGISLATURE

## Senate

Number of members ( Forty.

How and when chosen { By the people at the  
general State and Pres-  
idential elections.

Term of office ( Four years.

Salary { \$1,000 for the regular session and \$10  
a day not to exceed 30 days for each  
special session.

Qualifications { 1. Must be twenty-one years of age.  
2. Must have been a citizen and in-  
habitant of the State for three  
years next preceding his election.  
3. Must have been a resident of the  
district for one year next preceding  
his election.

Powers and  
Duties { 1. To regulate the form of its own pro-  
ceedings.  
2. To judge of the qualifications, elec-  
tions, and returns of its own mem-  
bers.  
3. To choose its own officers except the  
presiding officer.  
4. To try persons impeached.

## Assembly

Number of members ( Eighty

How and when chosen { By the people at the  
general State and Pres-  
idential elections.

Term of office ( Two years.

Salary { \$1,000 for the regular session and \$10  
a day not to exceed 30 days for each  
special session.

Qualifications { 1. Must be twenty-one years of age.  
2. Must have been a citizen and in-  
habitant of the State for three years  
next preceding his election.  
3. Must have been a resident of the  
district one year next preceding his  
election.

Powers and  
Duties { 1. To regulate the forms of its own  
proceedings.  
2. To judge of the qualifications, elec-  
tions, and returns of its own mem-  
bers.  
3. To choose its own officers.  
4. To prepare articles of impeachment.

Powers and  
Duties {

1. To make the laws of the State.
2. To fix the State tax rate.

Process  
of Law-  
Making

1. A bill, a draft of a proposed law, may be introduced into either house by one of its members.
2. It is then referred for consideration to the appropriate committee. If this committee is favorable to the bill it is returned to the house in which it originated and its passage recommended.
3. It must then be printed and read three times on separate days, but the house may, by a two-thirds vote, order the three readings on one and the same day.
4. It may, by a vote of the house, be amended by adding to, striking out, or altering any of its provisions.
5. After the third reading, if the bill passes the house by a majority vote of all the members elected, it is then sent to the other house where it goes through a like process.
6. After having passed both houses by a majority vote of all the members elected, the bill is then sent to the Governor for his consideration. If he approves the bill he signs it and it becomes a law. If he disapproves the bill he returns it to the house in which it originated, stating his objections, and it fails to become a law, and is said to have been vetoed.
7. If the bill is reconsidered and passed by a two-thirds vote in each house it becomes a law without the Governor's signature.
8. If the Legislature is in session and the Governor fails to return the bill within the ten days allowed by law, the bill becomes a law without his signature.
9. If the Legislature adjourns and prevents the returning of the bill the Governor must sign it within thirty working days or it fails to become a law, and such failure is said to be a pocket veto.

## GOVERNOR

How and when chosen { By the people at the general State election.

Term of office ( Fours years.

Salary ( \$10,000 per year.

## Qualifications

1. Must be twenty-five years of age.
2. Must have been a citizen of the United States for five years.
3. Must have been a resident of California for five years.

## Powers and Duties

1. To see that the laws are faithfully executed.
2. To approve or to veto bills.
3. To convene the Legislature in special session.
4. To send to the Legislature at each session his written message stating the condition of the State and advising needed legislation.
5. In case the two houses fail to agree on the time of adjournment, to adjourn the Legislature to such time as he thinks proper, provided the time of adjournment is not beyond the time fixed for the meeting of the next Legislature.
6. Upon the request of the Governor of another State to issue an order of extradition for the return of a criminal who has fled from justice.
7. To keep the Great Seal of the State.
8. He is commander-in-chief of the militia, the army and navy of the State.
9. To fill all vacancies in office when no mode is provided by the Constitution or by law.
10. To grant pardons, reprieves, and commutations of sentence after conviction, in all cases except treason and impeachment.

LIEUTENANT  
GOVERNOR

- How and when chosen { By the people at the general State election.
- Term of office ( Four years.
- Salary ( \$4,000 per year.
- Qualifications ( Same as the Governor.
- Duty { To preside over the deliberations of the Senate, in which body he has a vote only in case of a tie.

SECRETARY  
OF STATE

- How and when chosen { By the people at the general State election.
- Term of office ( Four years.
- Salary ( \$5,000 per year.
- Duties {
  1. To keep a record of the official acts of the Legislative and executive departments of the government.
  2. To affix the Great Seal of the State to all commissions, pardons, and other public instruments to which the official signature of the Governor is required.
  3. To record all conveyances to the State, and all articles of incorporations filed in his office, and all official bonds.
  4. To publish the Acts of the Legislature and to distribute them in accordance with the law.
  5. To make a detailed report biennially to the Governor of all his official actions during the preceding two years.

STATE  
CONTROLLER

How and when chosen { By the people at the general  
State election.

Term of office ( Four years.

Salary ( \$5,000 per year.

## Duties

1. To superintendent the fiscal concerns of the State.
2. To keep all accounts in which the State is interested.
3. To audit all claims against the State.
4. To issue warrants for all legal disbursements of money from the State treasury.
5. To give information, when requested, to the Legislature or to either house relating to the fiscal affairs of the State or the duties of his office.
6. To make to the Governor a biennial report of the funds of the State, of its revenue, and of the public expenditures during the preceding two years, together with an estimate of the same for the ensuing two years.

STATE  
TREASURER

How and when chosen { By the people at the general  
State election.

Term of office ( Four years.

Salary ( \$5,000 per year.

## Duties

1. To keep all moneys belonging to the State subject to the warrants of the Controller.
2. To give information, when requested, to the Legislature or to either house as to the condition of the treasury or the duties of his office.
3. To make a biennial report to the Governor showing the amount of money in the treasury to the credit of the State, together with a summary of the receipts and expenditures during the preceding two years.



How and when chosen { By the people at the general State election.

Term of office ( Four years.

Salary ( \$6,000 per year.

# ATTORNEY-GENERAL

## Duties

1. To represent the people of the State in the Supreme Court.
2. To prosecute or defend all cases to which the State or any officer thereof, in his official capacity, is a party.
3. To prosecute or defend all cases in which any county is a party, unless the interests of the county, or one of its officers, in his official capacity, is adverse to the State.
4. To exercise supervision over district attorneys.
5. When required by the public service, or directed by the Governor, to go to any county in the State and assist the district attorney in the discharge of his duties.
6. To give his opinion in writing to the Legislature or to either house, to the Governor, Secretary of State, Controller, Treasurer, Superintendent of Public Instruction, trustees of State institutions, and any district attorney, upon any questions of law relating to their respective offices.
7. To make a biennial report to the Governor on the affairs of his department.
8. To proceed in court against insolvent insurance companies, and building and loan associations.

**SUPERINTENDENT  
OF PUBLIC  
INSTRUCTION**

How and when chosen { By the people at the  
general State elec-  
tion.

Term of office ( Four years.

Salary ( \$5,000 per year.

**Duties**

1. To superintend the schools of the State.
2. To collect information relating to the public schools.
3. To ascertain the number of school children in each district of the State.
4. To ascertain the number of teachers in the State.
5. To ascertain the amount yearly spent on public schools of the State.
6. To apportion semi-annually the State school moneys among the counties.
7. To make a biennial report to the Governor suggesting improvements in the management of public schools.
8. To see that the laws relating to the schools are enforced; to compile and print all such laws in pamphlet form, and supply school officers and school libraries with one copy each.



No. of members ( Seven.

How chosen ( Appointed by Governor.

Term of office ( Four years.

Executive Officer { The Superintendent of Public Instruction shall be Secretary and Executive Officer of Board.

Salary { \$15 per day while Board is in session, and actual traveling expenses.

STATE  
BOARD  
OF  
EDUCATION

Duties and  
Powers

1. To adopt rules and regulations consistent with the laws of the State for the government of the day and evening elementary schools; the day and evening secondary schools; the technical and vocational schools; the several normal schools, and all other schools receiving State aid, excepting the University of California.
2. To compile and publish, or cause to be compiled or published, text books to be used in the grades and classes for which they are adapted. To issue a list of high school text books, from which local boards of education must adopt.
3. To purchase books when necessary or proper for use in the elementary schools of the State, or lease or secure plates, maps, engravings or copyright matter for manufacturing such books, or pay royalties for the use of plates in the procuring and manufacturing of such uniform text books for use in day and evening elementary schools.
4. Contracts for use of books, maps or plates, where same are adopted for use, shall be for a period of four years.
5. May secure copyrights in name of people of State for any book compiled for the State.
6. Text books as adopted by the State Board of Education must be used in the classes for which they are prescribed.
7. To appoint three Assistant Superintendents of Public Instruction, one of whom shall be Commissioner of Elementary Schools, one Commissioner of Secondary Schools, and one Commissioner of Industrial and Vocational Education.
8. May issue Life Diplomas for four grades: 1, High School; 2, Elementary School; 3, Kindergarten; 4, Special.

# **SURVEYOR- GENERAL**

How and when chosen { By the people at the general State election.

Term of office ( Four years.

Salary ( \$5,000 per year.

## **Duties**

1. To keep a register which will show all important matters relating to the public lands of the State.
2. To survey and mark, when required, the boundary lines of counties, cities, villages and towns.
  1. The condition of surveys required of him by law.
  2. The quantity and condition of lands belonging to the State.
  3. The quantity of arable and grazing land in each county.
  4. The number of horses, cattle, sheep, swine in each county.
  5. The quantity of agricultural and horticultural productions of the State during the preceding two years, together with a discussion of the diseases affecting the same.
  6. Information regarding mineral lands and mineral productions in each county.
  7. All facts likely to promote the development of the resources of the State.
3. To make a biennial report to the Governor which shall show:

CALIFORNIA  
COURTS

|                                 |                             |                                         |                                                                                  |
|---------------------------------|-----------------------------|-----------------------------------------|----------------------------------------------------------------------------------|
| CALIFORNIA<br>COURTS            | Justices<br>of the<br>Peace | Number of<br>Justices                   | { Varies according to the<br>population.                                         |
|                                 |                             | How and<br>when chosen                  | { By the people at the<br>general State election.                                |
|                                 |                             | Term of<br>office                       | { Four years.                                                                    |
|                                 |                             | Salary                                  | { Varies according to class<br>of county.                                        |
|                                 | Superior                    | Number of<br>Judges                     | { Varies according to the<br>population and amount<br>of business.               |
|                                 |                             | How and<br>when chosen                  | { By the people at the<br>general State and<br>Presidential elections.           |
|                                 |                             | Term of<br>office                       | { Six years.                                                                     |
|                                 |                             | Salary                                  | { Varies according to the<br>class of the county.                                |
|                                 | Supreme                     | Qualifications                          | { Must be admitted to<br>practice before the Su-<br>preme Court of the<br>State. |
|                                 |                             | Number of<br>Judges                     | { Seven.                                                                         |
|                                 |                             | How and<br>when chosen                  | { By the people at the<br>general State election.                                |
|                                 |                             | Term of<br>office                       | { Twelve years.                                                                  |
|                                 |                             | Salary                                  | \$8,000 per year.                                                                |
|                                 |                             | Qualifications                          | { Same as Superior<br>Judges.                                                    |
| District<br>Court of<br>Appeals |                             | Number of<br>Districts                  | { Three.                                                                         |
|                                 |                             | Number of<br>Judges in<br>each District | { Three.                                                                         |
|                                 |                             | Term of<br>office                       | { Twelve years.                                                                  |
|                                 |                             | Salary                                  | \$7,000 per year.                                                                |
|                                 |                             | Senate                                  | ( As a court of impeachment.                                                     |

**QUALIFICATIONS  
OF AN ELECTOR**

1. Must be a citizen twenty-one years of age.
2. If of foreign birth must have been naturalized ninety days prior to the election.
3. Must have resided in the State one year prior to the election.
4. Must have resided in the county ninety days prior to the election.
5. Must have resided in the precinct thirty days prior to the election.
6. Must be registered in the precinct in which he resides.
7. Must be able to sign his name and read the U. S. Constitution in English if he has become a voter since May 16, 1895.

**PERSONS  
EXPRESSLY  
DENIED THE  
RIGHT OF  
SUFFRAGE IN  
CALIFORNIA**

1. A native of China.
2. An idiot.
3. An insane person.
4. Any person convicted of an infamous crime.
5. Any person hereafter convicted of the embezzlement or misappropriation of public money.

# INITIATIVE, REFERENDUM AND RECALL

## Initiative

{ The people of California have the right to propose or initiate laws and amendments to the Constitution, and to have referred to them any act passed by the Legislature and also to recall every elective public officer of the State.

1. Laws are proposed on the initiative of the people by petition.
2. The petition must be presented to the Secretary of State.
3. Must be signed by qualified electors equal in number to eight per cent of votes cast for Governor at the last preceding general election and is presented to the voters on ballot at the general election or at a special election called by the Governor.
4. When presented to the Secretary of State ten days before commencement of regular session of Legislature, signed by five per cent of qualified electors the Legislature must either pass or reject the same or it is presented to the people for their action at the next general election.

## Referendum

{ 1. No act passed by the Legislature shall go into effect for ninety days after final adjournment of the Legislature, except acts calling elections, or for tax levies, or current expense appropriations, or urgency measures necessary for the preservation of the public peace, health or safety.

2. If a petition is presented to the Secretary of State signed by qualified electors equal to five per cent of all the votes cast for Governor at the last preceding election, the Secretary of State shall submit the act to the people at the next general election, or at any special election which may be called by the Governor, for their approval or rejection.

**INITIATIVE  
REFERENDUM  
AND RECALL**  
(Continued)

**Recall**

1. Every elective public officer of the State of California may be removed from office at any time by the electors entitled to vote for his successor.
2. A petition signed by qualified electors equal to from twelve to twenty per cent of the votes cast at the last preceding election for candidates for the office from which the officer is sought to be removed, must be sent to the Secretary of State and filed with the clerk or registrar of voters in the city or county where the petition was circulated.
3. The petition must contain a general statement of the grounds on which removal is sought.
4. The Secretary of State shall submit the petition, with his certificate, to the Governor, who shall order an election to be held in from sixty to eighty days.
5. Notice is given and election held the same as in other elections.



1. The State constitution provides for the division of the State into smaller political sub-divisions for the purpose of government.
2. The principal sub-divisions so authorized are the County, City, or City and County.

### Counties

1. The Legislature shall establish a system of County governments which shall be uniform throughout the State.
2. These general or uniform laws shall provide for the election or appointment in each County, of Boards of Supervisors, Sheriffs, County Clerks, District Attorneys and such other County, Township and Municipal officers as public convenience requires, and fix their duties and term of office.
3. The principal governing body of the County is the Board of Supervisors, whose duties and powers have been stated on page 9.
4. Counties may adopt Freeholders' charters for their government, consistent with the State Constitution.

### Freeholders' Charters for County

1. Any County may frame a charter for its use, by causing a board of fifteen freeholders, who have been qualified electors of the County for at least five years, to be elected for the purpose of preparing such charter.
2. Election for freeholders may be called by ordinance adopted by three-fifths of all members of the Board of Supervisors, or in pursuance of a petition signed by fifteen percentum of the qualified electors of the County.
3. The Board of Supervisors orders the election after adoption of the ordinance or filing of the petition.
4. When elected the Board of Freeholders shall within one hundred and twenty days prepare and propose a charter for the County.
5. The Board of Supervisors order proposed charter published in a newspaper, and a special election held for its ratification or refusal.
6. If ratified, it is submitted to the Legislature for its approval.
7. After ratification by the people of the County and approval by the Legislature. it becomes the organic law of the County as to the matters therein provided.

## POLITICAL SUBDIVISIONS OF STATE—(Continued)

Freeholders' Charters  
(Continued)

8. Such charter may provide for Boards of Supervisors, Sheriffs, County Clerks, Treasurers, Record-ers, License Collectors, Tax Collec-tors, Public Administrators, Coron-ers, Surveyors, District Attorneys, Auditors, Assessors and Superin-tendents of Schools, and other necessary officers, either by elec-tion or appointment.
9. For the powers and duties of such officers and their removal and the filling of vacancies, subject to the general law.
10. Los Angeles County is a good ex-ample of a large important County working successfully under the Charter System of Government.

## What District May Incorporate Municipality

1. The Legislature provides, by general law, for incorporation, organization, and classification, in proportion to population, of cities and towns.
- Any portion of a County containing not less than five hundred may be incorporated.

## Municipal Corporations or Cities

## Procedure in Incorporating City or Town

1. A petition shall first be presented to the Board of Supervisors of the County, signed by at least fifty qualified electors of the County re-siding within the limits of such proposed corporation.
2. The petition shall particularly de-scribe the proposed boundaries of such corporation, and state the number of inhabitants therein.
3. The petition must be published for two weeks in a newspaper in the County and presented at a regular meeting of the Board of Supervi-sors.
4. The Board of Supervisors hear the petition, determine the number of inhabitants within the proposed municipality and fix and establish the boundaries.
5. Notice is given by the Board of Supervisors as to when the petition will be acted upon.



Municipal  
Corporations  
or Cities  
(Continued)

Procedure in  
Incorporating  
City or Town  
(Continued)

6. They shall then give notice, published in a newspaper in such district for at least two weeks, or posted in four public places therein, of an election to be held in such proposed corporation or municipality.
7. The election is to be conducted according to the general election laws of the State.
8. The first Monday after the election the Board of Supervisors meet and canvass the vote, and if a majority voted for the incorporation, the Board shall, by order, declare such territory duly incorporated as a municipal incorporation, or City or Town of the class to which the same belongs.
9. The class to which the municipal corporation shall belong is fixed by the general law, based upon the number of inhabitants in the incorporated district.

City  
Charters  
How  
Formed  
and  
Drafted

1. Any city containing more than three thousand five hundred inhabitants, as shown by last census taken under the authority of Congress of the United States or the Legislature of California, may form a charter for its government, subject to the State constitution.
2. Such charter may be amended or new charter adopted.
3. Such charter shall be formed by a Board of fifteen freeholders who have been electors of the city for at least five years, chosen by the city at any general or special election.
4. An election for freeholders may be called by a two-thirds vote of the legislative body of such city, or on petition of fifteen percentum of the registered electors of such city.
5. The Board of Freeholders shall, within one hundred and twenty days after being declared elected, prepare and propose a charter for the government of such city, unless time be extended for not more than sixty days by legislative body of city.

## POLITICAL SUBDIVISIONS OF STATE—(Continued)

Municipal  
Corporations  
or Cities  
(Continued)City  
Charters  
How  
Formed  
and  
Drafted  
(Continued)

6. The legislative body of the city shall cause the proposed charter to be published and printed and advertise notice that such copies may be had upon application.
7. The charter shall be submitted to the electors of said city at a special meeting or general election.
8. If ratified by a majority of the qualified votes voting at such election, it is deemed adopted by them.
9. When ratified, the charter is submitted to the Legislature, which by concurrent resolution may approve or reject the same.
10. If the Legislature approves the charter, it becomes the organic law of such city, subject to the constitution of the United States and the State of California.

Commission  
Form of  
GovernmentMethod of  
Adoption  
Commission  
Form of  
Government

## 1. A city may adopt a Commission form of government.

1. The Board of Trustees of the City may at any time submit to the electors at any municipal or any special election held for that purpose, an ordinance to divide the administration of the municipality into five departments, and provide for the assignment of one of its members as head of each department and to be appointed as Commissioner of such department.
2. The ordinance shall define the duties, powers and responsibilities of each Commissioner, and may specify the number of hours to be given by him to the duties of the office each business day.
3. If Commission form of government has been adopted by the electors the Board may, by majority vote, subject to the provisions of the ordinance and the general law, assign one of its members to the head of each department, and by like vote change such assignment from time to time.
4. The Commission may receive a compensation for such services; the amount of same to be fixed by the ordinance.
5. Sacramento, the seat of our State Capital, is a good example of a city that has adopted the Commission form of government.

City  
and  
County

1. Most of the County, and City or Town corporations are separate, or distinct corporations.
2. Where they are separate, or different corporations, there are generally two entirely different sets of officers or officials to transact the public business of the corporation.
3. City and County governments may be consolidated into one municipal government, with one set of officers, and may be incorporated under the general laws providing for corporations for municipal purposes.

May Adopt  
Charter

1. Such City and County Corporation may adopt a charter as the fundamental law of its local government.
2. The procedure for the adoption of such charter would be the same as outlined for adoption of City charters.
3. The City and County of San Francisco is a good example of such consolidated municipal corporation.
4. Its principal governing body is a Mayor and a Board of Supervisors, consisting of eighteen members.
5. The Board of Supervisors is the legislative body of the City and County.
6. They have generally the powers and duties as given for Boards of Supervisors on page 9 of this book, subject to extensions and limitation as contained in the charter, and specifically "to ordain, make and enforce within the limits of the City and County all necessary local police, sanitary and other laws and regulations."
7. They shall appoint from their members a Finance Committee of three members, who shall have power to examine the transactions and accounts of all officers having the collection, custody or disbursement of public money, and shall have free access to any records, books and papers in any public office, and examine and report on official bonds of all City and County officers.
8. The Finance Committee of the Board has power to examine the records and books of account of all persons, companies or corporations that are required to pay a portion of their gross receipts into the treasury of the City and County.
9. The Board of Supervisors publish a list of the things required, and purchase all goods, merchandise, drugs, and other necessary articles, for hospitals, prisons, public institutions and other departments from the lowest bidder offering adequate security.

Budget System as  
Outlined in  
San Francisco  
Charter

1. By the first Monday in April, each year, the heads of departments, offices, boards and commissions of the City and County must send to the Board of Supervisors a detailed estimate, in writing, of the amount of expenditure required in their respective departments.
2. By the first Monday in May, the Auditor must send to the Supervisors an estimate in detail of the probable expenditures of the City and County for the next ensuing fiscal year, covering interest and sinking fund on outstanding funded debts, and all the wants of each department of the municipal government.
3. The Auditor must also give an estimate of the amount of income from fines, licenses and other sources of revenue, exclusive of taxes on property, and the probable amount required to be raised by taxation.
4. The Supervisors shall meet annually between the first Monday in May and the first Monday in June and by majority vote of all the members make a budget in detail of the amounts estimated to be required to pay the expenses of conducting the public business of the City and County for the next ensuing fiscal year.
5. Before finally fixing the budget, the Supervisors must fix time when taxpayers shall be heard in regard thereto.
6. The Mayor may veto the budget in whole, or in part, within ten days, and if so vetoed, it requires the votes of fifteen Supervisors to overcome it.
7. After final estimate or budget is made and signed by the Mayor and Clerk of the Board of Supervisors, the several sums as therein stated shall then be appropriated for the ensuing year for the purposes and departments therein named.
9. The Supervisors must cause to be raised annually, according to law, and collected by tax, the amounts so appropriated in the budget, less the amounts received from fines, licenses and other sources of revenue.

POLITICAL SUBDIVISIONS OF  
STATE—(Continued)

## Townships

1. The Board of Supervisors shall divide each County into townships as public convenience may require, provided that in the establishing of townships no incorporated city is to be divided so as to put a part in one township and part in another.

Officers of  
Townships

1. The officers of a Township are Justices of the Peace, Constable, and such subordinate officers as are provided by law.
2. The officers of the Township are elected at the general election at which the Governor is elected.
3. Where County has formed and adopted a charter for its government, and the charter has been approved by the Legislature, which provides for the appointment of such officers, they may then be appointed according to the provisions of such charter.

A large part of the public business of the State of California is conducted through Commissioners appointed by the Governor for that purpose. The following are a few of the most important Commissions:

## COMMISSIONS

Railroad  
Commission

Number of members ( Five.

How and when appointed ( By the Governor.

Term of office ( Six years.

Salary { \$8,000 per year. Fixed by the Legislature.

Qualifications { Qualified electors of State and holding no employment with, or official relation to any person, firm or corporation which is subject to regulation by such Railroad Commission.

Number required to act { The act of a majority of the Commission, when in session as a Board, shall be deemed to be the act of the Commission.

Duties { 1. To regulate all public utilities such as commercial railroads, interurban railroads, street railroads, canals, pipe lines, and motor bus lines transporting passengers, goods, oil or water for the public within the State, and all telephone or telephone companies transmitting messages for the public within the State, and all electric and gas plants and lines used for the generation of and transmission of electricity or gas within the State.



## COMMISSIONS—(Continued)

Railroad  
Commission  
(Continued)

Duties  
(Continued)

2. To establish rates of charges for the transportation of passengers and freight by railroads and other like transportation companies, and other like public utilities.
3. To authorize the establishing of motor bus lines for the hauling of passengers and freight to fixed points and charges for such service.
4. To examine books, records and papers of all public utilities under their control; to hear and determine complaints against them; to issue subpoenas to require all persons necessary to appear or bring papers before the Commission, and to administer oaths, take testimony and punish for contempt in the same manner and to the same extent as the Superior and all other principal courts of the State.
5. To assume jurisdiction and supervision over such additional public utilities, from time to time, as authorized and directed by the Legislature.

Number of members ( Three

How appointed { By the Governor and hold office during his pleasure.

Salary ( \$5,000 per annum.

Qualifications

{ Must give entire time during the hours from 9 o'clock a. m. and 5 o'clock p. m. of each day, excepting holidays, and execute an official bond in the sum of \$25,000 for the faithful discharge of his duties.

State Board  
of Control

Powers and  
Duties

1. Shall be Executive Officers, with power to administer oaths.
2. The Chairman of Board may issue subpoenas to compel the attendance of witnesses to give testimony before the Board or any member of same.
3. The Board, or one of its members, shall examine and expert, or cause to be examined and experted the books of the State prisons, reformatories, State hospitals, and other institutions, Commissions, bureaus, and officers of the State at least once each year.

State Board  
of Control  
(Continued)

Powers and  
Duties  
(Continued)

4. To visit by one or more members, every public institution maintained in whole or in part by State appropriations, to ascertain their condition, wants and requirements, and visit public buildings under construction to see that provisions of law relative to their construction are complied with.
5. To make reports of such examinations in duplicate, filing one with the Governor and one in office of Board.
6. Examine and pass upon all claims against State for which appropriations are made or a State fund is available, and, if approved, report same to Controller.
7. Report approved claims for which money is not available to Legislature, with reasons for approval.
8. Make up and report its recommendations at least thirty days before the meeting of the Legislature, for use of Legislature.
9. Count the money in the State treasury every month and file a copy of the count in the office of the Secretary of State and publish the result in a newspaper.
10. Invest school funds and other funds in hands of State, subject to investment, in United States, State, County, City, School District, or other approved bonds, and to sell or exchange all property, except real estate, belonging to the State, when in their judgment it should be sold or exchanged.
11. To supervise financial policies of State.
12. Authorize contracts for supplies for State, or purchase of same in open market.
13. Establish and supervise a uniform system of accounting in all State offices, and may require financial and statistical reports from such offices.



## COMMISSIONS—(Continued)

Industrial  
Accident  
Commission

Number of members ( Three.

How chosen ( Appointed by the Governor.

Term of office ( Four years.

Salary ( \$5,000 per year.

Duties and  
Powers

1. Is vested with very full power and authority over the supervision of, and all hearings or complaints in connection with, the Workmen's Compensation Insurance and Safety Act.
2. The Workmen's Compensation Insurance and Safety Act is intended to encourage and enforce the reduction of accidents to workmen as well as to secure some regular and reasonable amount of relief to the injured in cases where accident does occur.
3. It is the duty of the Commission to hear all disputes or controversies relative to the right to compensation, and make an award covering the same when application is made to them in writing by any party in interest.
4. After hearing they may fix the amount of compensation to be paid and specify the manner of payment.
5. Are given full power and authority over the State Compensation Insurance Fund, which is created for the purpose of insuring employers against liability under this Act, and also to help assure protection to employees and to fix the rates to be charged under this fund for such State Compensation Insurance.
6. They may order the installation of safety devices, safeguards and other means and methods of protection, and fix reasonable standards for the installation, use and operation of such devices.
7. To investigate the cause of all industrial accidents occurring in the State which in their judgment requires such investigation, and for such purpose may enter any place of employment.

State  
Board  
of  
Health

- |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of members | ( Seven                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| How chosen        | ( Appointed by the Governor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Qualifications    | { Duly licensed and practicing physi-<br>cians of this State.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Term of office    | Four years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Duties and Powers | { <ol style="list-style-type: none"> <li>1. To examine the cause of communicable diseases in man and domestic animals, occurring or likely to occur in this State.</li> <li>2. To quarantine or isolate, inspect and disinfect persons, animals and property of every nature, such as houses, cities or locations, where and when deemed necessary to protect or preserve public health.</li> <li>3. To destroy household goods, furnishings and materials, clothing or animals, when any of such things are an imminent menace to the public health.</li> <li>4. Has charge of special investigation of sources of mortality and effects of localities and employments on the public health.</li> <li>5. To investigate the preparation and sale of drugs and food and their adulteration and, as required by law, work for the prevention of adulteration of articles, used for food and drink.</li> <li>6. To prepare or purchase and distribute, at cost, antitoxins, vaccine and other approved serums and lymphs.</li> <li>7. Collect records of all births, marriages and deaths in the State.</li> <li>8. To abate public nuisances and to advise local Boards of Health and control and regulate their action.</li> </ol> |

California  
Highway  
Commission

Number of members ( Three.

How chosen

Appointed by the Governor as the three appointed Members of the Department of Engineering for the State of California.

Term of office ( At the will of the Governor.

Salaries ( \$3,600.

Duties and  
Powers

1. To have supervision and direction of all State roads and highways now existing or built by or placed under care of State, and the improvement, maintenance, repair and protection of such roads.
2. To perform all other duties relating to State roads and State highways which may be imposed upon them by State Advisory Board, or Department of Engineering.
3. Make such investigations as will put at the service of the State the most approved methods of highway improvements.
4. Compile statistics relative to the highways of counties and municipalities.
5. When deemed advisable by said Commission to aid county, road or boulevard districts or municipal authorities, upon request of such county, road or boulevard district, or municipal authorities, in establishing grades, or advise them as to the construction, improvement and maintenance of highways and bridges, or to help to prepare plans, specifications and estimates for such work.
6. Investigate and determine as to the best methods of road construction as adapted to the various parts of the State and aid in promoting highway improvement throughout the State.
7. Have power to call upon any State, County or Municipal official to furnish the Commission with any information contained in his office, which relates to, or is in any way necessary to the proper performance of the work of the Commission.

Fish and  
Game  
Commission

Number of members ( Three.

How chosen ( Appointed by the Governor

Term of office ( At the pleasure of the Governor.

Powers  
and Duties

1. To see that the laws for the protection and preservation of wild animals, wild birds, fishes and other aquatic animals and plants are strictly enforced.
2. To employ such assistants as they consider necessary to help enforce such laws.
3. To inspect all buildings, receptacles, where game or fish may be stored; packages containing fish or game, offered or held for transportation, or boats, markets or stores, where necessary to enforce such laws.
4. To seize or take possession of all game or fish which any party has killed or may have in his possession contrary to the laws of this State, and donate the same to some charitable institution, as directed by the court having charge of such cases.
5. To maintain fish hatcheries and stock the waters of the State with native and foreign fish.
6. To make rules and regulations for the taking and harvesting of kelp, and the conservation of kelp and aquatic plants.

State  
Board  
of  
Equalization

Number of members ( Five.

How chosen { One elected from each of the four  
Equalization Districts, into which  
State is divided, and the State Con-  
troller.

Term of office( Four years.

Salaries ( \$4,000 per year for each elected member.

- Duties {
1. To prescribe rules and regulations, not in conflict with the constitution and laws of the State, to govern Assessors when assessing property for taxation, and Boards of Supervisors when equalizing the assessment.
  2. To make out, prepare and enforce the use of all forms in relation to the assessment of property, collection of taxes, and revenue of the State.
  3. To equalize the valuation of taxable property of the several counties of the State for the purpose of taxation.
  4. To visit as a Board, or by its members, or through appointed representatives, the several counties and cities of the State for the purpose of inspecting property and learning its value, where they deem it advisable to do so.
  5. To call county officers before the Board or any of its members to produce or give evidence useful to the Board in their investigations.
  6. To issue subpoenas, where necessary, to compel attendance of such officers.
  7. To require some officer or person connected with each public utility company, such as railroad, street railroad, sleeping, dining, refrigerator, oil, stock, fruit and all other like car companies, all express companies, steamship, vessel or stage lines, telegraph and telephone companies, gas or electric companies, and all like public utility companies to make full report, in form and manner as directed by the Board, on their franchises, roadways, rails, cars, poles, wires, pipes, canals, rights of way, and all other property used and operated by them, which companies are required to pay taxes to the State for its operating expenses, on the gross receipts from operation of such companies, according to percentages as fixed by the Legislature for the different classes of business.

## Senate

Number of members ( Two for each State.

How chosen { Elected by the people at the general State and Presidential elections.

Term of office ( Six years.

Salary { \$7,500 per year and mileage. Other allowances.

Qualifications {  
 1. Must be thirty years of age.  
 2. Must have been a citizen of the United States for nine years.  
 3. Must be a resident of the State at the time of his election.

Power and Duties {  
 1. To regulate the form of its own proceedings.  
 2. To judge of the qualifications, elections, and returns of its own members.  
 3. To choose its own officers except the presiding officer.  
 4. To try persons impeached.  
 5. To ratify appointments made by the President.  
 6. To ratify treaties made with foreign nations.  
 7. To elect a Vice President when the electoral college fails to elect.

Number of members { Apportioned among the several States in proportion to the population. California's proportion 11.

How and when chosen { By the people at the general State and Presidential elections.

Term of office ( Two years.

Salary { \$7,500 per year and mileage. Other allowances. Speaker's salary, \$12,000.

Qualifications {  
 1. Must be twenty-five years of age.  
 2. Must have been a citizen of the United States for seven years.  
 3. Must be a resident of the State at the time of his election.

Powers and Duties {  
 1. To regulate the form of its own proceedings.  
 2. To judge of the qualifications, elections, and returns of its own members.  
 3. To choose its own officers.  
 4. To prepare articles of impeachment.  
 5. To originate revenue bills.  
 6. To elect a President when the electoral college fails to elect.

## House of Representatives



**POWERS  
EXPRESSLY  
GRANTED TO  
CONGRESS**

1. To borrow money on the credit of the United States.
2. To raise and support armies.
3. To provide and maintain a navy.
4. To grant copyrights and patents.
5. To establish post offices and post roads.
6. To constitute tribunals inferior to the Supreme Court.
7. To provide for the punishment of counterfeiting the securities and current coins of the United States.
8. To make rules for the government and regulation of land and naval forces.
9. To regulate commerce with foreign nations and among the several States, and with Indian tribes.
10. To coin money, regulate the value thereof, and of foreign coins, and fix the standard of weights and measures.
11. To establish a uniform rule of naturalization, and uniform laws on the subject of bankruptcy throughout the United States.
12. To define and punish piracies and felonies committed on the high seas, and offenses against the laws of nations.
13. To declare war, grant letters of marque and reprisal, and make rules concerning captures on land and water.
14. To lay and collect taxes, duties, imposts and excises; to pay the debts and provide for the common defense and general welfare of the United States.
15. To provide for calling forth the militia to execute the laws of the Union, suppress insurrection, and repel invasions.



**POWERS  
EXPRESSLY  
DENIED TO  
CONGRESS**

1. To suspend the writ of habeas corpus unless when, in cases of rebellion or invasion, the public safety may require it.
2. To pass any bill of attainder or ex-post facto law.
3. To lay any capitation or other direct taxes unless in proportion to the census or enumeration hereinbefore directed to be taken.
4. To lay any tax or duty on articles exported from any State.
5. To give preference to the ports of one State to those of another.
6. To grant titles of nobility.

**POWERS  
EXPRESSLY  
PROHIBITED  
TO THE  
STATES**

1. To coin money.
2. To emit bills of credit.
3. To grant titles of nobility.
4. To grant letters of marque and reprisal.
5. To enter into any treaty, alliance, or compact.
6. To keep troops or ships of war in time of peace.
7. To pass any bill of attainder or ex-post facto law.
8. To pass any law impairing the obligation of contracts.
9. To make anything but silver and gold coins a tender in payment of debts.
10. To lay any duties on imports or exports, or any tonnage duty without consent of Congress.
11. To enter into any agreement with another State or with a foreign power.
12. To engage in war unless actually invaded or in such imminent danger as to admit of no delay.

**RIGHTS GUARANTEED  
TO A PERSON CHARGED  
WITH A CRIME**

1. He shall be entitled to a speedy and public trial by an impartial jury of the State and district in which the crime shall have been committed.
2. He shall be informed of the nature and cause of the accusation.
3. He shall be confronted by the witnesses who testify against him.
4. He shall not be compelled to be a witness against himself.
5. He may compel the attendance of witnesses in his favor.
6. Excessive bail shall not be required nor excessive fines imposed.
7. Cruel and unusual punishments shall not be inflicted.
8. No man shall be twice put in jeopardy of his life for the same offense, that is if he has been tried before a proper tribunal and acquitted, he shall not be tried again for the same offense.

# ADMISSION OF A TERRITORY INTO THE UNION AS A STATE

1. The territory sends a memorial to Congress praying for permission to form a State Constitution and for admission into the Union.
2. Congress passes an Act called an "Enabling Act" authorizing the inhabitants of the territory to form a Constitution.
3. The people of the territory represented in a general convention frame a Constitution.
4. The Constitution is then adopted by a majority vote of the people of the territory.
5. This Constitution is then presented to Congress for approval and if Congress sees no objectional features in it an act is passed admitting the territory into the Union as a State.

# AMENDMENTS TO THE U. S. CONSTITUTION

- |                                                      |          |   |                                                                                                                                                                                                                                                              |
|------------------------------------------------------|----------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div style="font-size: 4em; line-height: 1;">{</div> | Proposed | { | <ol style="list-style-type: none"> <li>1. By a two-thirds vote of Congress.</li> <li>2. On the application of the Legislatures of two-thirds of the several States Congress shall call a general convention for framing and proposing amendments.</li> </ol> |
|                                                      | Adopted  | { | <ol style="list-style-type: none"> <li>1. By the Legislatures of three-fourths of the several States.</li> <li>2. By special conventions in three-fourths of the several States.</li> </ol>                                                                  |

## PRESIDENT

How and  
when chosenBy electors chosen by the people at  
the general Presidential election.

Term of office ( Four years.

Salary ( \$75,000 per year.

Qualifications

1. Must be thirty-five years of age.
2. Must be a native born citizen.
3. Must have been a resident within  
the U. S. for fourteen years.

Powers and  
Duties

1. To see that the laws are faithfully  
executed.
2. He is commander-in-chief of the  
army and the navy of the United  
States and of the State militias  
when they are called into actual  
service of the United States.
3. With the assent of the Senate  
makes treaties with foreign na-  
tions.
4. May grant pardons for offenses  
against the United States except  
in cases of impeachment.
5. With the assent of the Senate ap-  
points and commissions all offi-  
cers of the federal government  
whose appointment is not other-  
wise provided for.
6. To fill vacancies that occur during  
the recess of the Senate by grant-  
ing commissions which expire at  
the end of the next session.
7. To veto or approve bills.
8. May convene one or both houses of  
Congress.
9. To adjourn Congress to such time  
as he deems proper when both  
houses fail to agree on the time of  
adjournment.
10. Must present Congress his annual  
message stating the condition of  
the nation and recommending  
needed legislation.

## VICE-PRESIDENT

|                     |                                                                                                          |
|---------------------|----------------------------------------------------------------------------------------------------------|
| How and when chosen | { By electors chosen by the people at the general Presidential election.                                 |
| Term of office      | ( Four years.                                                                                            |
| Salary              | ( \$12,000 per year.                                                                                     |
| Qualifications      | ( Same as those of the President.                                                                        |
| Duties              | { To preside over the deliberations of the Senate, in which body he has no vote except in case of a tie. |

## MANNER OF ELECTING PRESIDENT AND VICE PRESIDENT

1. On the first Tuesday after the first Monday of November in the year preceding the expiration of the Presidential term, a general election is held in the several States for the purpose of choosing presidential electors.
2. After their election, the electors meet in the capitals of their several States, on the second Monday in January, and cast their votes for President and Vice-President.
3. These votes are then sent to Washington, and, on the second Wednesday in the following February, are opened and counted in Congress, both houses meeting together for that purpose. The persons having a majority of all the electoral votes cast are declared elected President and Vice-President.
4. If no candidate has a majority of the electoral votes, the House of Representatives chooses the President and the Senate chooses the Vice-President.

# **PRESIDENT'S CABINET**

1. Secretary of State.
2. Secretary of the Treasury.
3. Secretary of War.
4. Attorney-General.
5. Postmaster-General.
6. Secretary of the Navy.
7. Secretary of the Interior.
8. Secretary of Agriculture.
9. Secretary of Commerce.
10. Secretary of Labor.

# **SECRETARY OF STATE**

- |                |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| How chosen     | { | Appointed by the President with assent of Senate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Term of office | ( | At the pleasure of the President.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Salary         | ( | \$12,000 per year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Duties         | { | <ol style="list-style-type: none"> <li>1. To conduct the correspondence with foreign ministers and with our ministers and consuls abroad.</li> <li>2. To issue passports to American citizens among foreign countries.</li> <li>3. To issue warrants for the extradition of criminals in accordance with treaties with foreign countries.</li> <li>4. To have charge of treaties and to make new ones.</li> <li>5. To keep the archives of the government.</li> <li>6. To publish the laws, treaties, presidential messages and proclamations.</li> <li>7. To have charge of the Great Seal of the United States.</li> </ol> |

# SECRETARY OF THE TREASURY

How chosen { Appointed by the President with  
assent of Senate.

Term of office ( At the pleasure of the President.

Salary ( \$12,000 per year.

- Duties {
1. To prepare and suggest plans for raising revenue.
  2. To superintend the collection of revenues coming from the customs duties and internal taxes.
  3. To grant warrants for the payment of money according to appropriations by Congress.
  4. To audit the accounts of all the departments.
  5. To supervise and regulate the national banks and the currency of the United States.
  6. To superintend the coinage of money.
  7. To have charge of the Life-Saving Service.

# SECRETARY OF WAR

How chosen { Appointed by the President with  
assent of Senate.

Term of office ( At the pleasure of the President.

Salary ( \$12,000 per year.

- Duties {
1. To have charge of the military forces of the United States.
  2. To superintend the disbursing of moneys appropriated by Congress for the improvement of harbors and navigation.



**POSTMASTER  
GENERAL**

- |   |                |                                                                         |
|---|----------------|-------------------------------------------------------------------------|
| { | How chosen     | { Appointed by the President with<br>assent of Senate.                  |
|   | Term of office | ( At the pleasure of the President.                                     |
|   | Salary         | ( \$12,000 per year.                                                    |
| { | Duties         | { 1. To have charge of the carrying and<br>delivery of all mail matter. |
|   |                | { 2. To classify all mail matter and fix<br>the rate of postage.        |
|   |                | { 3. To make postal arrangements with<br>foreign countries.             |

**ATTORNEY  
GENERAL**

- |   |                |                                                                                                        |
|---|----------------|--------------------------------------------------------------------------------------------------------|
| { | How chosen     | { Appointed by the President with<br>assent of Senate.                                                 |
|   | Term of office | ( At the pleasure of the President.                                                                    |
|   | Salary         | ( \$12,000 per year.                                                                                   |
| { | Duties         | { 1. To have charge of all lawsuits in<br>which the United States is con-<br>cerned as a party.        |
|   |                | { 2. To give legal advice to the Presi-<br>dent and other federal officers.                            |
|   |                | { 3. To examine titles to land when, for<br>any reason, the government wishes<br>to purchase the land. |

**SECRETARY  
OF NAVY**

- |   |                |                                                                       |
|---|----------------|-----------------------------------------------------------------------|
| { | How chosen     | { Appointed by the President with<br>assent of Senate.                |
|   | Term of office | ( At the pleasure of the President.                                   |
|   | Salary         | ( \$12,000 per year.                                                  |
| { | Duties         | { 1. To have charge of the naval forces.                              |
|   |                | { 2. To superintend the issuing of nauti-<br>cal charts and almanacs. |

# SECRETARY OF LABOR

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| How chosen     | { Appointed by the President with assent of Senate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Term of office | ( At the pleasure of the President.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Salary         | ( \$12,000 per year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Duties         | <ol style="list-style-type: none"> <li>1. To gather and diffuse among the people useful information on subjects connected with labor, the earnings of laboring men and women, and how to advance their interests in education, and in a social and moral way.</li> <li>2. To ascertain the cost of producing in foreign countries, the wages paid there, the hours of labor, the profits on the money invested in business, and the cost of living.</li> <li>3. To ascertain the cause and to settle labor troubles.</li> </ol> |

# SECRETARY OF THE INTERIOR

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| How chosen     | { Appointed by the President with assent of Senate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Term of office | ( At the pleasure of the President.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Salary         | ( \$12,000 per year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Duties         | <ol style="list-style-type: none"> <li>1. To have charge of the public lands, including mines. (General Land Office.)</li> <li>2. To regulate the dealings with the Indians. (Indian Bureau.)</li> <li>3. To superintend the payment of pensions and the distribution of bounty lands. (Pension Office.)</li> <li>4. To superintend the issuing of copyrights and patents, and to preserve models of all inventions patented. (Patent Office.)</li> <li>5. To have care and distribution of all public documents. (Superintendent of Public Documents.)</li> <li>6. To collect statistics and facts showing the condition and progress of education, and to publish such information as may assist in the improvement of education throughout the United States. (Bureau of Education.)</li> <li>7. To audit the accounts of certain railroad companies to which the United States has granted loans and subsidies. (Commissioner of Railroads.)</li> <li>8. To superintend the government hospital for the insane, and the Columbian asylum for the deaf and dumb.</li> </ol> |

# SECRETARY OF AGRICUL- TURE

How chosen

{ Appointed by the President with  
assent of Senate.

Term of office

{ At the pleasure of the President.

Salary

{ \$12,000 per year.

Duties

1. To collect information and make scientific investigations as to the diseases of plants, and the best methods of cultivating the soil, etc.
2. Has charge of the Weather Bureau.
3. Has charge of the Bureau of Animal Industry, the duties of which are:
  - (a) To inspect and certify the grade of meats offered for sale. The inspection is usually made at the packing houses.
  - (b) To inspect all live animals shipped to this country.
  - (c) To prevent diseased animals from being shipped from one State to another.

# SECRETARY OF COMMERCE

How chosen

{ Appointed by the President with  
assent of Senate.

Term of office

{ At the pleasure of the President.

Salary

{ \$12,000 per year.

Duties

{ Has charge of Light-Houses, Coast Survey, Immigration, National Census, Bureau of Foreign Commerce, Bureaus of Weights and Measures, of Navigation, of Steamboat Inspection, the Fish Commission, and the Bureaus of Corporations and of Manufacture.

## FEDERAL COURTS

|                                              |                                                                                                                                                                                                                                                                                                                                   |                                                                                    |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Supreme                                      | Number of Judges ( Nine.                                                                                                                                                                                                                                                                                                          |                                                                                    |
|                                              | How and when chosen                                                                                                                                                                                                                                                                                                               | { Appointed by President with<br>assent of Senate when a<br>vacancy occurs.        |
|                                              | Term of office ( For life, or during good behavior.                                                                                                                                                                                                                                                                               |                                                                                    |
|                                              | Salary                                                                                                                                                                                                                                                                                                                            | { Associate Justices, \$14,500 each per<br>year. Chief Justice, \$15,000 per year. |
| District                                     | Number of Judges ( One hundred and five.*                                                                                                                                                                                                                                                                                         |                                                                                    |
|                                              | How and when chosen                                                                                                                                                                                                                                                                                                               | { Appointed by President with<br>assent of Senate when a<br>vacancy occurs.        |
|                                              | Term of office( For life, or during good behavior.                                                                                                                                                                                                                                                                                |                                                                                    |
|                                              | Salary ( \$6,000 per year.                                                                                                                                                                                                                                                                                                        |                                                                                    |
| United States<br>Circuit Court<br>of Appeals | Number of Judges ( Thirty-one.                                                                                                                                                                                                                                                                                                    |                                                                                    |
|                                              | The Chief Justice and the Associate Justices of the<br>Supreme Court assigned to each circuit and the sev-<br>eral District Judges within each circuit shall be com-<br>petent to sit as Judges of the Circuit Court of<br>Appeals within their respective circuits. (No addi-<br>tional salary for services in Appellate Court.) |                                                                                    |
|                                              | Salary ( \$7,000 per year.                                                                                                                                                                                                                                                                                                        |                                                                                    |
| Court of<br>Claims                           | Number of Judges ( Five.                                                                                                                                                                                                                                                                                                          |                                                                                    |
|                                              | How and when chosen                                                                                                                                                                                                                                                                                                               | { Appointed by President with<br>assent of Senate when a<br>vacancy occurs.        |
|                                              | Term of office ( For life, or during good behavior.                                                                                                                                                                                                                                                                               |                                                                                    |
|                                              | Salary                                                                                                                                                                                                                                                                                                                            | { Chief Justice, \$6,500.<br>Associate Justice, \$6,000.                           |
| Court of<br>Customs<br>Appeals               | Number of Judges ( Five.                                                                                                                                                                                                                                                                                                          |                                                                                    |
|                                              | How and when chosen                                                                                                                                                                                                                                                                                                               |                                                                                    |
|                                              | How chosen                                                                                                                                                                                                                                                                                                                        | { Appointed by President with<br>assent of Senate when a<br>vacancy occurs.        |
|                                              | Term of office( For life, or during good behavior.                                                                                                                                                                                                                                                                                |                                                                                    |
| U. S.<br>Senate                              | Salary ( \$7,000 per year.                                                                                                                                                                                                                                                                                                        |                                                                                    |
|                                              | { As a court of impeachment.                                                                                                                                                                                                                                                                                                      |                                                                                    |

\*January 1, 1919.

## AMERICANIZATION

Citizenship and  
Naturalization

1. The law of the United States allows men and women who come from other countries to live here to become citizens.
2. This method of becoming a citizen is called naturalization.
3. Only citizens, either native-born or naturalized, have the right to be employed in any department of the State, county, city and county, and city governments in the State.

Four steps must be taken by an alien who wishes to become a citizen of the United States.

How to Become  
a Citizen

1. Must file Declaration of Intention, or "first papers."
2. File a Certificate of Arrival in this country.
3. File a petition for naturalization, or "second papers."
4. Appear before the judge for final hearing.

Declaration of  
Intention

1. This is the declaration of the party that they intend to become a citizen and can be made at any time after arrival in this country by an alien eighteen or more years of age.
2. No witnesses are necessary for this declaration or "first paper."
3. The alien does not have to speak English to get this paper.
4. These papers may be taken out at the office of the Clerk of the United States District Court and the Superior Courts.

Certificate  
of Arrival

This certificate must be secured, and may be secured free of charge from the Bureau of Naturalization, Washington, D. C.

Petition for  
Naturalization

1. This is the petition or application of the alien asking the court to make him a citizen.
2. This petition, or "second paper," can not be taken out until the applicant has been a resident of the United States at least five years.
3. The applicant must have two witnesses, who are native-born or naturalized, who must state that they have known him for five years, and that he is of good moral character and qualified to become a citizen of the United States, or if in the State less than five years, may have written statement of two like witnesses who have known him for five years and two witnesses who have known him for at least one year in the State.
4. The witnesses must appear before the court and be examined.
5. After the witnesses are examined, the Clerk of the Court makes out the petition, which the petitioner or applicant must sign.



Examination of  
Applicant

1. The applicant will be asked questions on the government of the United States, the State of California and some on city or county government.
2. He must show that he understands and is able to exercise the duties of citizenship.
3. Must understand the English language.

Final  
Hearing

1. At the final hearing applicant must appear with two witnesses. He will be examined by or before the judge and if accepted will be required to take the oath of allegiance.

This oath is:

"I hereby declare on oath that I absolutely and entirely renounce and abjure all allegiance and fidelity to any foreign prince, potentate, state or sovereignty, and particularly to (name of sovereign of country from which he comes), of whom I have heretofore been a subject; that I will support and defend the constitution and laws of the United States of America against all enemies, foreign and domestic, and that I will bear true faith and allegiance to the same."

2. The petitioner will then be given his final Certificate of Naturalization, and he and his wife, and children under twenty-one years of age, will be citizens of the United States.

1. No tax should be levied without the authority of a great council summoned by the king.

2. All freemen were allowed to go out of the country and return to it at pleasure.

3. A man might dispose of his property by will in such manner as he saw fit.

4. The king's officers were prohibited from taking a man's property without his consent.

5. Courts of justice were to remain in known and fixed places.

6. Courts of justice were open to every one without fear or favor.

7. No one was to be put on trial from mere rumor or suspicion, but only upon the evidence of lawful witnesses.

8. Excessive fines were forbidden.

9. No person should be convicted of any crime except by a lawful jury of his peers.

10. Merchants were to be allowed to carry on their business without being subject to arbitrary licenses and tolls imposed by the king.

PROVISIONS OF  
MAGNA CHARTA

## THE PRESIDENT OF THE UNITED STATES AND THE CABINET

Arranged in the order of succession for the Presidency as declared by  
Act of Congress.

PRESIDENT  
WOODROW WILSON

VICE-PRESIDENT  
THOMAS RILEY MARSHALL

### THE CABINET

|                               |                         |
|-------------------------------|-------------------------|
| Secretary of State.....       | Robert Lansing          |
| Secretary of Treasury.....    | Carter Glass            |
| Secretary of War.....         | Newton Diehl Baker      |
| Attorney General.....         | A. Mitchell Palmer      |
| Postmaster General .....      | Albert Sidney Burleson  |
| Secretary of the Navy.....    | Josephus Daniels        |
| Secretary of Interior.....    | Franklin Knight Lane    |
| Secretary of Agriculture..... | Daniel Franklin Houston |
| Secretary of Commerce.....    | William C. Redfield     |
| Secretary of Labor.....       | William B. Wilson       |

### UNITED STATES SENATORS FROM CALIFORNIA

James D. Phelan

Hiram W. Johnson

## THE GOVERNOR OF CALIFORNIA AND PRINCIPAL STATE OFFICERS

GOVERNOR  
WILLIAM D. STEPHENS

LIEUTENANT GOVERNOR  
C. C. YOUNG

### STATE OFFICERS

|                                           |                           |
|-------------------------------------------|---------------------------|
| Secretary of State.....                   | Frank C. Jordan           |
| Controller .....                          | John S. Chambers          |
| Treasurer .....                           | Friend William Richardson |
| Attorney General .....                    | U. S. Webb                |
| Surveyor General .....                    | W. S. Kingsbury           |
| Superintendent of State Printing.....     | Robert L. Telfer          |
| Superintendent of Public Instruction..... | Will C. Wood              |



## TEST QUESTIONS

1. How are standing committees in either house of the State Legislature chosen? In the House of Representatives? In the U. S. Senate?

2. In what way does the organization of the House of Representatives differ from that of the Senate? The Assembly from the Senate?

3. How are vacancies in either house of the State Legislature filled? In the House of Representatives? In the U. S. Senate?

4. What special privileges do members of the Legislature enjoy? Members of Congress?

5. What is meant by quorum? What number is required to make a quorum in the State Legislature? In Congress?

6. When does the Legislature meet? How long may it remain in session?

7. What is the penalty for impeachment?

8. When and how was the U. S. Constitution framed? When and how adopted?

9. What is the supreme law of the land?

10. What principle of government does the U. S. Senate represent? The House of Representatives?

11. What length of time constitutes a Congress?

12. Who may vote for a member of the House of Representatives?

13. Name and explain the use of the two most important standing committees in the House of Representatives.

14. How may the committee on appropriations practically control the House?

15. What is meant by the "long" session of Congress? The "short" session of Congress? "Special" session of Congress?

16. Where must all revenue bills originate?

17. Explain how the government usually borrows money.

18. Locate the U. S. Mints.

19. Explain the difference between the form of government of a territory and that of a state.

20. State the purpose of the civil service system and explain its workings.

21. State two ways of acquiring citizenship in the United States.

22. A man born of French citizens permanently residing in the U. S., is a citizen of what country?

23. Explain what is meant by each of the following:

- |                                    |                     |
|------------------------------------|---------------------|
| 1. Letters of Marque and Reprisal. | 8. Coining Money.   |
| 2. Legal Tender.                   | 10. Free Coinage.   |
| 3. Copyright.                      | 11. Piracy.         |
| 4. Patent.                         | 12. Treason.        |
| 5. Expatriation.                   | 13. Suffrage.       |
| 6. Unconstitutional Legislation.   | 14. Habeas Corpus.  |
| 7. Bill of Attainder.              | 15. Eminent Domain. |
| 8. Ex-Post Facto Law.              | 16. Journal.        |

24. What is the highest privilege of citizenship?
25. Which confers the right of suffrage, the State or the Nation?
26. Explain the difference between a plurality and a majority?
27. Who pays the taxes in California?
28. Name the chief personal rights guaranteed by the U. S. Constitution.
29. Explain the process of naturalization.
30. What is meant by government?
31. What powers are reserved to the states?
32. What constitutes the State Board of Equalization?
33. By whom or what body was the Constitution of California framed? By whom or what body was it adopted?
34. What is the only limitation now existing upon the power of amendment to the U. S. Constitution?
35. What restrictions are laid upon either house of Congress respecting adjournment?
36. Name one condition which the Constitution of California declares shall not be imposed as a qualification for voting?
37. By whom or what body is the State tax rate determined?
38. How is the number of presidential electors determined?
39. Cite an instance in which the Government exercises the right of eminent domain through a corporation.
40. When and where does the Supreme Court of the U. S. meet?
41. Name two cases in which the Supreme Court of the U. S. has original jurisdiction.
42. Name two cases in which the Supreme Court of the U. S. has appellate jurisdiction.
43. What persons are subject to service in the State militia?
44. What is meant by delinquent taxes?
45. What is the difference between a standing and a special committee?
46. How is the number of Representatives in Congress from each State determined?
47. Name three powers essential to an independent self-existence of the government.
48. What is the purpose of the Interstate Commerce Act?
49. In what way does a bankrupt law benefit a creditor? A debtor?
50. Name one place in the United States in which the citizens have no vote.

## TEST QUESTIONS ON THE CONSTITUTION OF CALIFORNIA



1. When may the writ of habeas corpus be suspended?
2. When is involuntary servitude allowed in California?
3. When may a search warrant be issued?
4. Name five classes of persons expressly denied the right of suffrage in California.
5. When must the yeas and nays be entered on the journal?
6. Name five cases in which local and special legislation is prohibited.
7. How is the Governor chosen in case of a tie vote?
8. What is the purpose of the Governor's message?
9. What limitation is placed on the Governor's power of pardon?
10. When may the salary of a superior judge be withheld?
11. From what sources is the State school fund derived?
12. What limitation is placed on the use of the State school money?
13. Who constitute the State board of prison directors?
14. What restrictions are placed on the creation of a new county?
15. What is meant by common carriers?
16. What is the duty of the railroad commissioners?
17. What limitation is placed on the creation of State debts?
18. How is the State Constitution amended?
19. What restriction is placed on corporations in the employment of labor?
20. What restriction is placed on the employment of laborers on public work?
21. How may the capital of the State be changed?
22. What is the penalty for dueling in California?
23. What constitutes a legal day's work on all public work?

## INDEX

|                                                     | Page   |
|-----------------------------------------------------|--------|
| Accident Commission, Industrial.....                | 42     |
| Admission of a Territory into Union as a State..... | 51     |
| Agriculture, Secretary of .....                     | 58     |
| Americanization .....                               | 60-61  |
| Amendments to U. S. Constitution.....               | 51     |
| Attorney, District .....                            | 10     |
| Attorney General .....                              | 25, 56 |
| Board of Control, State .....                       | 40     |
| Board of Equalization, State .....                  | 46     |
| Boards of School Trustees .....                     | 9      |
| Boards of Supervisors .....                         | 9      |
| Budget System in City and County.....               | 38     |
| Cabinet, President's .....                          | 54     |
| California Courts .....                             | 29     |
| California Legislature .....                        | 20     |
| City Charters .....                                 | 35-36  |
| City and County Form of Government Combined.....    | 37     |
| City and County May Adopt Charter.....              | 37     |
| City or Town May Incorporate.....                   | 34     |
| Commerce, Secretary of .....                        | 58     |
| Commissions .....                                   | 39     |
| Commission Form of Government .....                 | 36     |
| Commission, Railroad .....                          | 39-40  |
| Congress, Powers Expressly Granted to.....          | 48     |
| Congress, Powers Expressly Denied to.....           | 48     |
| Control, State Board of.....                        | 40-41  |
| Counties .....                                      | 33     |
| County Assessor .....                               | 12     |
| County Auditor .....                                | 13     |
| County Clerk .....                                  | 10     |
| County Commission of Horticulture.....              | 17     |
| County Coroner .....                                | 17     |
| County Farm Advisor .....                           | 19     |
| County Librarian .....                              | 15     |
| County Live Stock Inspector .....                   | 18     |
| County Probation Officer .....                      | 15     |
| County Purchasing Agent .....                       | 16     |
| County Recorder .....                               | 12     |
| County Sealer of Weights and Measures.....          | 16     |
| County Superintendent of Schools.....               | 11     |
| County Surveyor .....                               | 14     |
| County Tax Collector .....                          | 13     |
| County Treasurer .....                              | 13     |
| Courts, Federal .....                               | 54     |
| Education, State Board of.....                      | 27     |
| Election, President and Vice-President.....         | 53     |
| Farm Advisor, County .....                          | 19     |
| Fish and Game Commission.....                       | 45     |
| Freeholders' Charters for County.....               | 33-34  |
| Governor .....                                      | 22     |
| Governor, Lieutenant .....                          | 23     |
| Health, State Board of .....                        | 43     |
| Highway Commission, California .....                | 44     |

## INDEX—Continued

|                                                          | Page   |
|----------------------------------------------------------|--------|
| Horticulture, County Commissioner .....                  | 17     |
| Incorporating City or Town .....                         | 34-35  |
| Industrial Accident Commission .....                     | 42     |
| Initiative, Referendum and Recall .....                  | 31-32  |
| Interior, Secretary of .....                             | 57     |
| Labor, Secretary of .....                                | 57     |
| Law-making, Process of .....                             | 21     |
| Legislature, California .....                            | 20     |
| Librarian, County .....                                  | 15     |
| Lieutenant Governor .....                                | 23     |
| Live Stock Inspector, County .....                       | 18     |
| Navy, Secretary of .....                                 | 56     |
| Persons Denied Right of Suffrage in California .....     | 30     |
| Political Subdivisions of State .....                    | 33-39  |
| Postmaster General .....                                 | 56     |
| Powers Expressly Denied to Congress .....                | 48     |
| Powers Expressly Granted to Congress .....               | 48     |
| Powers Expressly Prohibited to States .....              | 49     |
| President .....                                          | 52     |
| President, Vice .....                                    | 53     |
| President's Cabinet .....                                | 54     |
| Probation Officer, County .....                          | 15     |
| Process of Law-making .....                              | 21     |
| Public Administrator .....                               | 14     |
| Public Instruction, Superintendent of .....              | 26     |
| Purchasing Agent, County .....                           | 16     |
| Qualifications of an Elector .....                       | 30     |
| Railroad Commission .....                                | 39-40  |
| Recall .....                                             | 32     |
| Recorder, County .....                                   | 12     |
| Referendum .....                                         | 31     |
| Representatives, House of .....                          | 47     |
| Rights Guaranteed to a Person Charged with a Crime ..... | 50     |
| Sealer of Weights and Measures, County .....             | 16     |
| Senate .....                                             | 47     |
| Schools, Superintendent of .....                         | 11     |
| School Trustees, Boards of .....                         | 8      |
| State Board of Control .....                             | 40-41  |
| State Board of Equalization .....                        | 46     |
| State Board of Health .....                              | 43     |
| State, Secretary of .....                                | 23, 54 |
| State Treasurer .....                                    | 24     |
| Supervisors, Boards of .....                             | 9      |
| Surveyor, County .....                                   | 14     |
| Surveyor General .....                                   | 28     |
| Taxes .....                                              | 14     |
| Tax Collector, County .....                              | 13     |
| Treasurer, County .....                                  | 13     |
| Treasurer, State .....                                   | 24     |
| Treasury, Secretary of .....                             | 55     |
| Townships .....                                          | 39     |
| Vice-President .....                                     | 53     |
| War, Secretary of .....                                  | 55     |











LIBRARY OF CONGRESS



0 021 051 455 7



LIBRARY OF CONGRESS



0 021 051 455 7